

**Schedule of Internal Audit Examinations
Calendar Year 2014**

	Department	Last Done	Preferred	Scheduled	Estimated	Total
	Examination Description	Through	Cycle (yrs)	For	Hours	Examination
				2014	2014	Hours
<u>Completed Examinations</u>						
<u>Board of Supervisors</u>						
1102	District 2 General Department (Including MACs)	6/13	4	X	10	115
<u>Risk Management</u>						
0043	General Department	5/14	2	X	300	211
<u>Auditor-Controller</u>						
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/14	1 (Law)	X	60	80
0116	Medical & Dental Premium Payments	4/14	2	X	240	222
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	-
<u>Treasurer-Tax Collector</u>						
0151	Treasury Cash & Investments - 1st qtr	3/14	1/4 (Law)	X	100	89
0151	Treasury Cash & Investments - 2nd qtr	5/14	1/4 (Law)	X	100	89
0151	Treasury Cash & Investments - July 1	7/1/14	1/4 (Law)	X	100	88
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation) - 2013	8/13	1/4 (Law)	X	100	88
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation) - 2014	9/14	1/4 (Law)	X	100	88
0151	Treasury Cash & Investments - 4th qtr	12/13	1/4 (Law)	X	100	88
0153	Tax Collector's Special Trust (8314)	4/14	4	X	60	161
0154	Supplemental Tax Collection	12/13	2	X	180	211
0155	Duplicate payment trust (8315)	4/14	4	X	75	288
0172	Treasury Oversight Committee (calendar year)	12/13	1 (Law)	X	175	267
<u>Purchasing</u>						
1491	Purchasing	3/14	4	X	175	160
1493	Procurement Card Program - 3rd qtr	9/14	1/4 (CAO)	X	40	112
1493	Procurement Card Program - 4th qtr	12/13	1/4 (CAO)	X	40	131
1493	Procurement Card Program - 1st qtr	3/14	1/4 (CAO)	X	40	111
1493	Procurement Card Program - 2nd qtr	6/14	1/4 (CAO)	X	40	61
<u>Department of Information Technology</u>						
0147	General Department	4/14	3	X	100	107
<u>Sheriff-Coroner</u>						
3005	Inmates'cash	12/13	2	X	500	385.5
<u>Probation</u>						
3081	General Department	12/13	2(Law)	X	220	424
<u>Health Services</u>						
4501	Public Health	12/13	2	X	275	388
5408	CCHP Vendor Payments	5/14	3	X	160	304

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Public Works						
0791	Craft inventories and Custodial Supplies Inventory (combined)	6/14	3	X	150	121.5
1481	Print and Mail (Central Services) Inventory	6/14	3	X	120	132
Contra Costa Fire Protection District						
9502	General Department	3/14	2	X	310	240
Examination in Progress						
Employment and Human Services Department						
	Trust Funds	Special		X	100	Not Complete